

April 23, 2002

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

QUARTERLY REPORT ON HIRING AND PROMOTION REQUESTS

On November 13, 2001, the Board reaffirmed and expanded the existing countywide hiring and promotional freeze policy in an effort to mitigate potential budget reductions. To monitor effectiveness and consistency in application of the amended policy, the CAO developed a quarterly report on hiring and promotional requests. This information is being provided to you as part of an ongoing effort to keep the Board informed of progress in this area.

During the second quarter of this fiscal year, a total of 3,432 requests were received from departments. By the close of the quarter, 3,361 had been approved; 42 had been denied; and 29 were pending a decision. The approvals consisted primarily of 2,196 temporary positions to work the March elections, 509 paired-class promotions as required by the respective Memorandum of Understanding (MOU) and 135 promotions or hiring commitments made prior to amendment of the policy. The first page of the attached report is a summary of these actions, by department. The remaining pages provide detailed request information, including type of authorization requested (e.g., hiring or promotion), classification, justification, approval or denial and the reason for approval or denial.

The report does not reflect hiring and promotional actions by the departments that are exempt from the policy. Consistent with the Board's policy, these exemptions include health and safety positions, personnel funded through Special Districts/Special Funds, and other positions that are deemed critical to the department's operations.

If you have any questions or need additional information, your staff may contact Sid Kikkawa at (213) 974-1133 or Jacqueline White at (213) 974-1155.

DEJ:DL
SK:JW:vyg

Attachment

Qtrly-Hiring and Promotions